

THE BOTTOM LINE



...on Government Travel Charge Card:
Mandatory Split-Disbursement

Vol. 1 No. 8

3 June 2003

The Issue:

Personnel who use their Government Travel Charge Card (GTCC) for official travel will be required to specify direct payment to the charge card issuer when they file their travel settlement voucher.

The Facts:

Effective immediately, all personnel who use their GTCC for temporary duty (TDY) travel will be subject to mandatory split disbursements. With split disbursements, travelers specify an amount to be paid to the GTCC issuer when they file their travel settlement vouchers (DD Form 1351-2). Finance will remit the specified amount directly to the GTCC issuer with the balance of the settlement paid to the traveler. Travel order approving officials will ensure that travel orders identify the traveler as having a GTCC. Settlement voucher reviewers will ensure that block 1 of DD Form 1351-2 is completed before signing. Block 1 must have one of the three boxes checked. If the split disbursement box is checked, an amount must be specified that accurately reflects all GTCC charges.

Tell Your Soldiers:

- The GTCC will only be used for official travel.
- File travel settlement vouchers immediately upon completion of travel.
- For extended TDY, file interim settlement vouchers every 30 days.
- Specify the amount to be paid to the GTCC issuer in block 1 of the travel settlement vouchers.
- Split disbursements can only be made for charges incurred on the GTCC; not personal credit cards.
- Split disbursement is available only when travelers elect electronic funds transfer (EFT) to receive their portion of the travel settlement.

For More Information:

For more guidance on GTCC and split disbursements, contact the 266th Finance Command, GTCC Program Management Office, Ms Linda Wherry, DSN 379-5166.